10 August 1973

STAT

MEMORANDUM FOR: ☐

SUBJECT   : Planning for Seventh Annual Records
                    Management Officers Conference

1. Following are the suggestions which evolved from
the first meeting of the Records Management Conference
Planning Committee:
        A. Theme: along the lines of "United",
"Togetherness", "Cross-Reins".

    B. Format:
        (1) Directorate work sessions -- approximately
three, 2 hours duration each -- interspersed with
talks on subjects of general interest.

        (2) Mixed Group work sessions on an Agency
Procedural Handbook interspersed with talks on
subjects of general interest.

        (3) Both of the above.

    C. Subjects suggested for "filler" talks

        - Keynote Speaker - Mr. Colby (or, if he is
unavailable, Mr. Brownman). Presentation to be
videotaped with clear intent that it be later
scheduled for viewing at Headquarters; such
viewing to be preceded by an announcement from
Mr. Colby directing office and staff chiefs to
see it.

        - Historical Staff presentation - Walt Elder.
Philosophy and theory of historical records.

        - SIPS. - ☐   What is   STAT
it? How it affects the Agency as a whole. Data
Management Center.

        - Annual Report of Records and Equipment
Inventory and Sq. ft. of floor space required
for equipment. Speaker? Subject is confusing,
so is form.

        - Human behavior in job relationships. Speaker?
Film?

- Vital Records. Ask [   ] if this   STAT
is a subject we can discuss realistically. What
about report that OEP is "to be phased out later
this year"? (I will see [   ] on this   STAT
subject before the next meeting.)

- Fulltime professional records management
officers-- emphasize concept. Speaker?

- Reproduction Equipment.- [   ]   STAT
What is the plan for reproduction equipment?

- Word processing equipment.- [   ]   STAT
How does he envision use of word processing
equipment in Agency? Work Applications? Status
of guidelines?

- Microfilm. Consensus that last year's
panel on this was non-productive. Are there
guidelines ready to go now? Speaker -- Authority
on subject.

D. Further Suggestions:

- Records Center Tour. Give more stress to
this part of the program and limit tour to one-
half hour. Question arose as to possibility of
a couple of tours during working day, at coffee
break time, etc. Day-time tours will be discussed
further at the next meeting.

- Directorate representative be selected to
give highlights of his sessions.

- Summary session at end of conference should
be limited to a total of one-half hour. (Those to
give summaries might check with counterparts to
make sure there is no duplication.) NB: Should
not this and preceding item be combined?

- Longer coffee breaks to allow for inter-
action between members of Directorates.

E. Logistics and Social Considerations to be considered:

- Letterhead
- Folders
- Facilities for Directorate sessions
- Social Hour activities
    Comment: Last year there were complaints about:
      1. the movie -- the movie was inferior
          and the speaker system impossible.
      2. Free beer but no free soft drinks. This
          could be a misunderstanding. Check
          it out.

- Accommodations for women:
  Comment: complaints last year about:
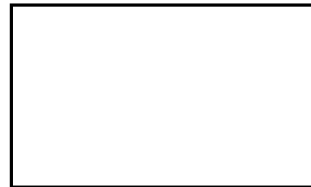 1. Lack of toilet paper after first day
  2. no sink in room.

2. The next meeting of the committee will be on Wednesday, 15 August 1973 at 1400 in Room 4F31 Headquarters. Please be prepared to discuss the following:

A. A theme. A review of the preceding does not support a "togetherness" thrust. Time available dictates that we chose either the directorate sessions or the mixed group sessions. At our last meeting the majority favored the directorate groups and, realistically, it is doubtful that at this late date meaningful handbook starter chapter could be made available by October.

B. Finalize how much time should be allotted to directorate sessions. Last year it totalled about 7.5 hours.

C. Indicate order of interest to your Directorate of subjects listed in Para. 1 C and, where possible, confirm or recommend speakers.

D. Be prepared to suggest what the speakers should cover in their talks and questions to be resolved.

STAT